

14 April 1964

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MEMORANDUM FOR:  Registrar, OTR  
FROM :  OCS/ADPD  
SUBJECT : Memo of understanding

1. I have prepared this memo of understanding to make certain that plans agreed to by the Registrar and ADPD are satisfactory to both parties.

2. In order to realign, refine, et al, as proposed in our meeting, it will be necessary to establish (and adhere to) a set schedule of operations. These operations are listed in order and outline those operations that are OTR responsibilities and those that are ADPD responsibilities.

A. CODING SYSTEM

- (a) The Registrar will review the present system of codes - Course and Facility - and will construct a "master listing" in which a standard, fixed-length nomenclature is assigned to each code. If at all possible confine the nomenclature to 30 digits each - course title and facility.
- (b) On completion of the above, ADPD will mechanically realign the ATR master file to agree with the "master listing" in order to create a file with consistent course title and facility.

B. COURSE CODE TO HOURS

- (a) The Registrar will review all course codes and will construct a listing of code-to-hours.
- (b) ADPD will select all ATR cases with the corresponding codes and will automatically add hours.
- (c) It is advisable to identify, and uniquely code those courses that cannot, because of changing circumstances through the years, be identified with "hours", this unique identifier will be added to the record to avoid confusion at a later point in time.

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C. CODING FORMATS

- (a) OTR will review the formats (Form 1961 and 1961A) with the objective of considering whether there is sufficient data; data can be eliminated, etc.
- (b) ADPD, through modified computer programming, will provide for the addition of current status data (office, grade, and SD) to each new record which will then be carried forward as a fixed part of that course entry. This will rule out the necessity for coding "status data."

D. BUDGET REPORTING (COSTS)

- (a) OTR will review and report to ADPD the requirement for additional reports reflecting money totals by component, etc. Work orders are included herein to cover any new or changed requirement. *out -*
- (b) On receipt of the work order, ADPD will program to provide for "cost tabulations" semi-annually, adhering to the schedule as shown in the work order. *out*

E. TIMELINESS OF REPORTS

- (a) OTR will establish a time table consisting of regularly scheduled cut-off dates and the dates of expected receipt of the finished reports.
- (b) ADPD will review the time table. If the "reports due dates" are in conflict with other established programs - pay, etc., a new or revised schedule will be returned to OTR. ADPD will make every effort to adhere to cut-off and production dates as requested by OTR.

F. PRE-PRINTED MACHINE LISTING FORM

- (a) OTR will settle on selected print data per line and report same to ADPD.
- (b) Bearing in mind OTR's request for 10 inch list paper, ADPD will design a pre-printed format for use on all listed reports. (The budgeting for the paper will be worked out at a later date.)

3. ADPD is more than anxious to provide a useful, timely product. The service provided for our customers is our paramount consideration. But the very fact that we are a service organization

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means that the product (file) that we service by computer methods is the prime responsibility of our customer. In that respect, it is necessary for the customer to "take hold" of the data going into, and coming out of the file. In the last resort, the service that we provide and the usefulness of the product is nothing more than a reflection of customer effort.

4. I shall try and check in with the Registrar after completion of my first two-week session of mid-career training. In any event, I will review the status of the project when I return in June, and will hope to set up a series of meetings until this project has been refined to your satisfaction.



Systems Analyst - ADPD

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